



Please follow the below instructions on how to successfully obtain a Delaware Department of Education (DDOE), EdAccess Account and access to the Delaware First Application.

**If you already have an existing EdAccess account, please skip to page 3.*

Go to the following URL: <https://ssoapply.doe.k12.de.us>

Click the drop down arrow, choose Delaware First Account, and submit the required information.

The State of Delaware logo features a stylized blue and white graphic of a sun rising over a path, with the words "State of Delaware" in a large blue font and "The Official Website of the First State" in a smaller blue font below it.

The logo for the Delaware Department of Education features a stylized blue and white graphic of a sun rising over a path, with the word "Delaware" in a large blue font and "Department of Education" in a smaller blue font below it.

Account Request

Welcome to the Delaware Department of Education EdAccess Account Request Page. Please select the account type you would like to apply for and submit the required information. A verification email will be sent to the email address you provide. After you complete verification, your account will be sent to the appropriate place for approval. Once approved, you will receive an email with your account login information.

If you already have a Delaware Department of Education EdAccess Account and forgot your username, please select [here](#).

Please note if you are with a District/Charter School and need assistance logging into EdAccess, you must contact your District/Charter School's Technology Department for assistance; the Department of Education cannot assist you directly with login issues.

For Licensure & Certification assistance contact: Mailbox.Deeds@doe.k12.de.us
For Delaware First assistance contact: Mailbox.DelawareFirst@doe.k12.de.us
For Nonpublic School assistance contact: nps@doe.k12.de.us
For EdAccess Single Sign-On assistance contact: ssologinsupport@doe.k12.de.us

Please note if you are with a District/Charter School and need assistance logging into EdAccess, you must contact your District/Charter School's Technology Department for assistance; the Department of Education cannot assist you directly with login issues.

Please select what type of account you would like to apply for

Only apply for this account if you are seeking Early Childhood certification for the Delaware Department of Education's Delaware First program.

Full Legal First Name	<input type="text" value="As it appears on your driver's license"/>
Full Legal Middle Name	<input type="text" value="As it appears on your driver's license"/>
Full Legal Last Name	<input type="text" value="As it appears on your driver's license"/>
Email Address	<input type="text" value="Please enter a valid email address"/>
Primary Phone Number	<input type="text" value="xxx-xxx-xxxx"/>
What is your date of birth?	<input type="text" value="MM-DD-YYYY"/>
What are the last four digits of your SSN?	<input type="text" value="XXXX"/>
Please select a security question	<input type="text" value="Please select a security question"/>
Security question answer	<input type="text" value="Security question answer"/>
What is 2+1?	<input type="radio"/> 3 <input type="radio"/> 5 <input type="radio"/> 7
<input type="checkbox"/> I accept the Terms and Conditions	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

A verification email will be sent to the email address you provide.

After you complete verification, your account will be sent to the appropriate place for approval.

Once approved, you will receive an email with your account login information.



Once your account has been approved, you will need to go to the following site to log in to EdAccess.

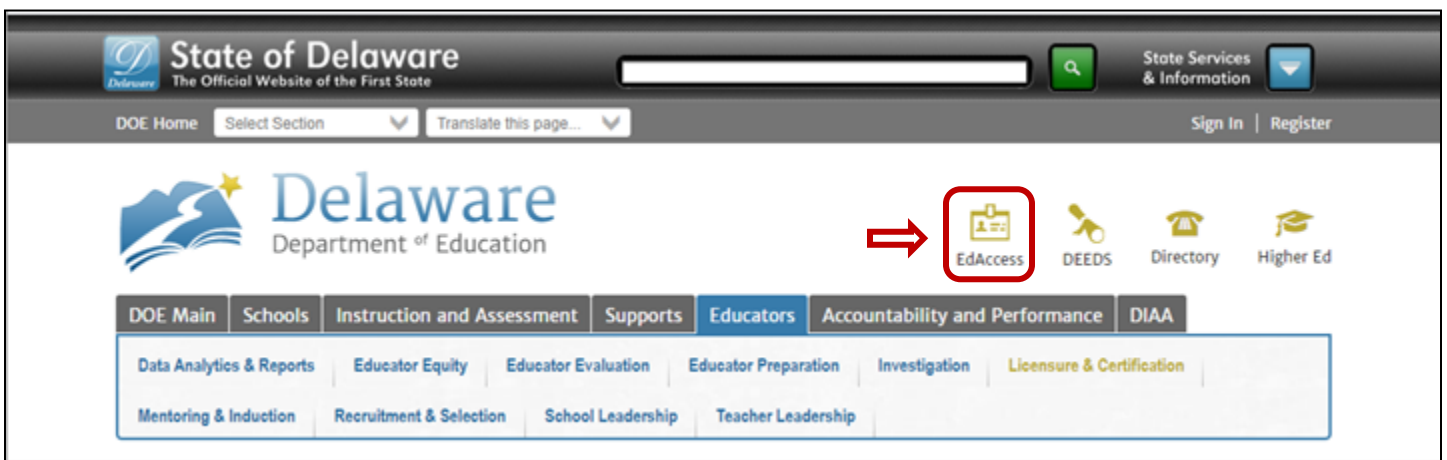
<https://launchpad.classlink.com/ddoe>

The EdAccess login page features a green banner at the top with the text "Don't have an EdAccess account or forgot your username? Select here." Below this, the text "Welcome to EdAccess" is displayed. On the left is the Delaware Department of Education logo. On the right, there are two input fields: "Username" and "Password", followed by a "Sign In" button. A link "Help, I forgot my password" is located at the bottom right.

OR

Go to the Delaware Department of Education website: www.doe.k12.de.us

Select the EdAccess icon in the top right hand corner.





Type in your username and temporary password sent to you in the email confirmation. If you were a previous active IMS user, the username and password will be the same.

A screenshot of the EdAccess login interface. At the top, a green banner with white text reads: "Don't have an EdAccess account or forgot your username? Select here." Below this, the text "Welcome to EdAccess" is displayed in a large, stylized font. There are two input fields: "Username" and "Password". To the right of the "Password" field is an eye icon for toggling password visibility. Below the input fields is a large blue button labeled "Sign In". At the bottom, there is a link that says "Help, I forgot my password".

The first time you log in with the temporary password, you will be prompted to change your password to something you will remember. When your new password meets our Password Requirements you will receive the 'Acceptable Password' notification.

Your password must:

- * Be at least 8 characters long
- * Contain at least 1 upper case alpha character
- * Contain at least 1 lower case alpha character
- * Contain at least 1 numeric character
- * Contain at least 1 special character (ex: ! @ # \$ % ^ & *)
- * Not contain your user IMS ID
- * Not be equal to your last 4 passwords
- * Not be similar to your old password



You will be taken to a screen that looks similar to the following. Select the Delaware First icon.

